

**WORKFORCE SYSTEMS LETTER NO.: 04-01****DATE: 02/26/2004**

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>WITH ATTACHMENT</u>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> SWAs	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> WIBs	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> ONE-STOP	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> WtW	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> STW	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> YO! Site Directors	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/> State Youth Coordinators	<input type="checkbox"/>

SUBJECT: *Workforce Systems Letter Series*

1. Purpose: The purpose of this issuance is to announce a new letter series for Region I of the United States Department of Labor - Employment and Training Administration (USDOL-ETA).

2. Background: As a result of the Employment and Training Administration's regional reorganization and the consolidation of the Boston and New York Regional Offices, as described in the Regional Administrator's letter of January 21, 2004 to the Labor Commissioners, the new Region I Office is initiating a new series of *Workforce Systems Letters*. This series will replace the former Boston Regional Office's *Workforce Development Letters* and the former New York Regional Office's *Regional Information Bulletins*. The next letter in this series will describe the ETA Regional Office reorganization and consolidation of the Boston and New York Offices.

This new letter series will supersede the Regional Offices' former issuance series. The final *Workforce Development Letter* (WFDL) published by the Boston Office was WFDL 04-08 issued on 02/03/04. The final *Regional Information Bulletin* published by the New York Office was RIB 15-03 issued on 11/24/03. Copies of the WFDL series can be found at www.doleta.gov/regions/reg01bos.

3. Procedure: *Workforce Systems Letters* will be signed by the Regional Administrator, Regional Directors or Regional Division Chiefs, as appropriate, and sent to the pertinent contacts in the ten states and territories which now compose the new ETA Region I.

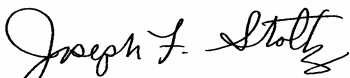
Each letter in the series will be sent to the appropriate Workforce Systems partners. The effect of the letter on each of the individual partner segments will be indicated in the "EFFECT" section.

For example, if the letter requires action only on the part of the State Workforce Agencies, a **bolded X** will be placed in the “Action” box for SWAs, and the SWAs will receive a complete copy of the letter including all attachments. An **X** will be placed in the “Info” box for the other partner entities from whom no action is required. In some instances where attachments are too detailed or are of no general interest, the attachments will not be sent with “Info” copies. The inclusion of attachments will be indicated by an **X** in the “With Attachment” box.

After they are issued, the *Workforce Systems Letters* will be available on the Region I web site, located at www.doleta.gov/regions/reg01bos.

4. Action: Please advise your staff, local areas, One Stop Centers, subrecipients and contractors, as appropriate, of this change in the Region’s communications procedures. As we strive for continuous improvement in our written communications process, we would like to receive your comments and suggestions for improvements. If you have comments or suggestions, please contact Dennis Lonergan by telephone at 617-788-0157 or Mary T. Ward at 617-788-0108 or by e-mail at lonergan.dennis@dol.gov and ward.mary@dol.gov, respectively.

5. Inquiries: If you have any questions concerning the *Workforce Systems Letter* series, please contact Dennis or Mary as indicated in the preceding paragraph. Questions concerning information contained in subsequent *Workforce Systems Letters* should be addressed to your Federal Representative, Federal Project Officer or the contact identified in the particular letter.



Joseph F. Stoltz
Regional Administrator